



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

EMPLOYMENT OPPORTUNITY

COURT SERVICES TECHNICIAN I

\$ 1868-2269/MONTH

Final Filing Date: CONTINUOUS

POSITION OVERVIEW: Under direct supervision, learns to perform specialized duties in support of Court operations; prepares the official record of court proceedings, process judicial decisions and performs related duties as required. Incumbents learn to perform a variety of general clerical duties associated with one segment of court operation while learning to apply court/legal practices and procedures applicable to assigned work unit(s). Incumbents may be rotated and must demonstrate proficiency in the activities of operational unit(s) (e.g. Probate, Family and Criminal Law, Traffic, Jury Services) prior to promotion to the next level.

ESSENTIAL DUTIES AND QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **KNOWLEDGE OF:** Public information and communication techniques; general clerical office procedures, including typing and the use of automated systems as used in information storage and document preparation. The ability to work accurately under pressure; organize and prioritize work assignments; to comply with laws, regulations and professional practices governing court operations; to demonstrate tact and diplomacy; learn to provide information on, and referral to, court services and related law enforcement; make routine arithmetical calculations relating to case calendaring, fines, sentences and bails. Incumbent will also need the ability to use proper grammar, spelling and punctuation; maintain confidentiality of information; possess the ability to recognize and respect limits of authority and responsibility, work effectively with others; operate a computer terminal. **SKILL IN:** Using tact, discretion, initiative and independent judgment within established guidelines; operating and routine maintenance of general office machines such as copiers, facsimiles machines (FAX), and telephone systems; communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner; reading and comprehending instructions, citations, orders, routine correspondence and memos; establish and maintain effective working relationships; and to understand and carry out oral and written instructions.

A combination of education and experience that would demonstrate possession of the knowledge and ability listed above. An example of qualifying education and experience would be: High school diploma or GED and six months to two years of experience performing general office duties or any combination of education, training and experience which provides the required knowledge, skills, and the ability to perform the essential functions of the job.

Licenses and Certifications: Valid California Driver's License

Union Representation: Membership with, or Fee Payer to, the SEIU, Local 707 is a condition of employment with the Superior Court. Union information will be provided upon hire.

Background Investigations: Positions in the Courts may be subject to background and financial investigations.

SELECTION PROCEDURES: All applications will be reviewed with those judged most qualified progressing further into the selection process. Based on the number of qualified candidates, a written exam, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form will be administered. A passing mark of 70 must be attained for placement on the employment list. Special testing arrangements may be made to accommodate disabilities or religious convictions. Phone Superior Court Human Resources at (707) 463-4285 or (707) 463-6815 to discuss needed arrangements.

24 Hour Job Line
(707) 467-2544
Phone: (707) 463-4285
www.mendocino.courts.ca.gov

APPLY TO: Superior Court Human Resources
County of Mendocino
100 No. State Street, Room 303
Ukiah, California 95482

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER